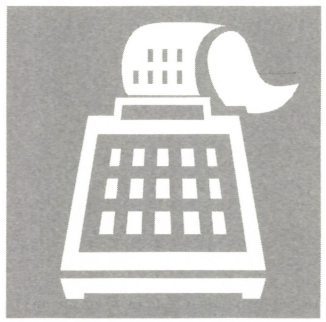


SBSS Express Seminars Accounting Seminar Script.

SBSS Express Seminars Accounting Seminar Script

When it comes to computer sales to small businesses, accounting professionals hold enormous potential for two reasons. First, fewer than 50% of CPA firms are currently automated, while competitive pressure grows daily to computerize. And second, because of the trusting relationship between CPA and client, an accountant's clients may well become your customers, too. It is estimated that today, 130,000 CPAs can provide entry into the 9 million businesses they serve.[1]

In addition, there is a large market of general accountants and small business owners who handle the financial management of their companies. Since they're responsible for ensuring that their companies' investments are sound ones, they're usually involved in the computer purchase decision. Demonstrating how Macintosh can handle every facet of their responsibilities – from general ledger to financial management reports to tax preparation – can be a major step towards convincing them that Macintosh is the right computer for their companies.

This SBSS Express Seminars Business Solution will help you to present effectively to all accounting professionals and other professionals who require accounting services. Using these condensed demonstrations in a seminar will allow you to highlight a wide range of important business tasks these customers need to perform and get many key benefits across in a short period of time.

To enhance your demonstrations, you may want to use some relevant findings of recent research studies. The results highlighted below can add impressive proof to the benefits and advantages of owning an Apple Macintosh personal computer.

Productivity

Some CPA firms are beginning to do value billing, where they bill for the value of the work they do rather than the exact hours they spend. With value billing, working more efficiently can mean higher billings per person. So increased productivity is an important selling point for Macintosh. Tell them that all Macintosh applications work virtually the same way, so once they've learned one, they're on their way to learning them all. According to an independent study, a base of consistent applications is the most important factor for increasing users' productivity.[2]

Training/Installation

When they buy a computer many CPAs and small business owners want to get up and running quickly. They are concerned about potential downtime while learning to use the computer, so ease of training is important and a short learning curve is a real benefit. Most people don't consider the impact of training time on their purchase costs. However, a recent study shows that Macintosh users require less time to learn to use their computers than users of MS-DOS systems or users of Windows 3.0.[3]

Another key point you may want to incorporate throughout your seminar is that there are thousands of programs in virtually all areas of business available for the Macintosh. A majority of accountants have the mistaken perception that only MS-DOS systems have the kinds of applications they need for their work. So it's especially important to let them know that many industry-specific programs are available including: tax preparation, general ledger, financial analysis, payroll management and more. Also, because Macintosh applications are consistent, they will be able to learn new programs more quickly.

Compatibility/Connectivity

Macintosh compatibility and connectivity are especially important when it comes to financial matters because it allows users to share data with their peers and clients, even if their clients are using MS-DOS systems. In addition to MS-DOS, your audience should know that Macintosh has the capability to read from and write to Windows and UNIX systems. You may want to demonstrate these benefits by running the compatibility and connectivity demo, which is included on your Express Seminars CD.

Price/Value Comparison

CPAs and other financial managers are professionals at helping their clients and companies analyze the cost and benefits of any major purchase. Naturally, they'll analyze their own purchases in the same way. Since they look to computers to reduce costs and increase productivity, you may want to tell them that Macintosh systems can ultimately be less expensive than other personal computer systems because training costs, networking costs and overall support costs are much lower.[4] And when they are ready to upgrade their systems, Macintosh provides cost-effective growth paths.

Success with this market is often increased by quantifying the payback by attaching a dollar figure to the productivity savings and the gains in billings Macintosh can provide.

You can also emphasize the affordability and value of Macintosh systems. Since they have more built-in features, they can do more for less money. A recent study concludes that, overall, Macintosh computers offer the best price-performance value, when compared with similarly configured IBM and Compaq personal computers.[5]

All of these points can help you build to a natural conclusion containing this kind of "bottom line" message: Macintosh is a powerful, versatile business tool that can make accountants more productive in virtually every aspect of their business. And this consistent, proven technology can be theirs at a truly affordable price.

Like the original SBSS Accounting Business Solution, each folder contains applications that perform the functions indicated by the folder name. Each of these demonstrations has been designed with accounting needs in mind and for presentation to a group.

As before, we have used a "Say This, Do This, Show This" format to provide easy instructions for demonstrations. We've also included a MediaTracks version of each demonstration so you can use a self-running presentation, if you choose.

Here are the contents of the Accounting Business Solution for Express Seminars. We recommend that you show either the first or the last folder, along with all others, depending on your audience, but both may not be necessary.

General Accounting:

- Accounts Payable/atOnce!
- Accounts Receivable/M.Y.O.B. Accounting Software
- General Ledger/Great Plains
- Inventory Management/Accountant, Inc.
- Retail Inventory Management/POS-IM

Time & Billing:

- Time & Billing/Timeslips III
- Timeslips Reports/Timeslips III

Business Development:

- Client Information/FileMaker Pro
- Client Letter/MacWrite II

Firm Information:

- Client Newsletter/PageMaker
- Profile/Backgrounder/PageMaker
- Client Presentation/Aldus Persuasion

Certified Public Accounting:

- Tax Preparation/MacInTax Pro Series
- Client Write-up/Components Accounting Series
- Audit Management/MacFlow

[1] ***Collins & Collins CPA***

[2] ***Gartner Group,*** June, 1989

[3] ***Diagnostic Research, Inc.,*** March, 1990

[4] ***Gartner Group,*** June, 1989

[5] ***Ingram Laboratories*,*** February, 1991

To assign a price-performance value to the systems tested, a ratio was calculated using the manufacturer's suggested retail price (SRP) and Ingram results. The ratio is calculated by dividing a given system's performance index by the system's SRP. The greater the price-performance value, the greater the system's value to the customer (that is, a system with a .5 ratio offers greater value than a .3 system).

Based on manufacturer's suggested retail prices as of February, 1991. Current SRPs may have changed.

Industry Overview

The Market

- 45,000 CPA firms and over 280,000 licensed CPAs nationwide.
- The number of CPAs has doubled in the past ten years.
- 30,000 CPA firms are sole proprietorships.
- Most of the country's 9 million businesses use the services of a CPA.
- The CPA is viewed as one of the most trusted professionals.
- There is an increase in specialization among CPAs.
- CPAs are typically employed in one of the following areas:
  - Public accounting
  - Business/Industry
  - Education
  - Government
- The primary practice areas are:
  - Taxes (local, state, federal)
  - Audits (financial procedures, control systems)
  - Client write-ups (monthly financial statements)
  - Management Advisory Service (MAS) (business planning, computer consulting)

The Opportunity

- It is estimated that fewer than 50% of the firms are automated.
- CPAs are beginning to bring tax preparation in-house, leading to an increase in electronic filing of taxes.
- 130,000 CPAs can provide market entry into 9 million businesses.
- Once prohibited, advertising is now available to CPAs, stiffening competition and changing their attitude towards marketing.
- More competition from outside the CPA community (e.g., financial planners, law firms).
- Fall is the best time to approach CPAs, when they begin preparations for the upcoming tax season.
- Value-billing allows billing the value of the work done rather than the exact hours spent.

The Target

- Firm Organization:
  - Partner
  - Manager
  - Senior Accountant
  - Staff
  - Paraprofessional
  - Office manager
  - Clerical support
- Average salary for a senior manager is $53,300.
- Highly educated; all have at least four years of college and over 50% have postgraduate degrees.
- Primarily male, but changing.

Market Challenges/Solutions

Challenges:

- CPAs are sometimes resistant to change therefore it is important to demonstrate how the Macintosh can improve their efficiency without disrupting their business.
- CPAs want a personal computer that is a safe investment and can be easily upgraded.
- Some CPAs are concerned that as clients computerize they will fall behind.
- Professionalism, accuracy and high quality work are extremely important to CPAs.

Key Solutions:

- Tax preparation
- Accounting
- Time and billing
- Financial analysis
- Business development
- Marketing and presentations

For more detailed information, please refer to your Apple Market Model Guide.

Source: The Apple Market Model Guide. © Apple Computer, Inc., © Qualitative Marketing, 1990.

Using the Automated Business Solution Demonstrations

Each of the five folders appearing in the Accounting demonstration has been recorded separately in color MediaTracks. You may select the order in which you would like to demonstrate them. At the bottom of the screen you will find 3 buttons that will allow you to navigate through each demonstration.

Play Button (▶) – Allows you to continually move forward.

Pause Button (❚❚) – Allows you to momentarily stop the demonstration.

Stop Button (■) – Allows you to quit the demonstration.

In addition to those icons, MediaTracks will allow you to control the playback of tapes by using the Macintosh keyboard. Below is a list of the commands and the keys that activates the demonstration.

Launching the Automated Business Solutions

- Open Express Seminars Solutions folder.
- Open Automated Demonstrations folder.
- Open Accounting folder.
- Open Accounting tape icon to begin.

General Tips

Display or Hide the Control Panel

Pressing the "H" key on the keyboard will display the control panel for MediaTracks. Clicking on any one of the icons activates them. Pressing the "H" key again will shrink the control panel into an icon. You can hide the icon by holding down the Option key and clicking the icon.

Speed Control

Pressing the "Up Arrow" (↑) on the keyboard will speed up the playback of the tape.

Pressing the "Down Arrow" (↓) on the keyboard will slow down the playback of the tape.

Pause

By pressing the "P" key, you pause the playback of the tape. Pressing the key once more will cause the tape to play again.

Stop

To stop a tape press the "S" key. Most of the time this will also cause MediaTracks to quit, taking you back to the Finder.

Rewind (Start over)

To replay a tape from the beginning press the "[" key.

Repeat

Pressing the "A" key will cause MediaTracks to replay the current tape over continuously. To turn off this feature press the "A" key once more. Pressing the "S" key will still stop the tape playback.

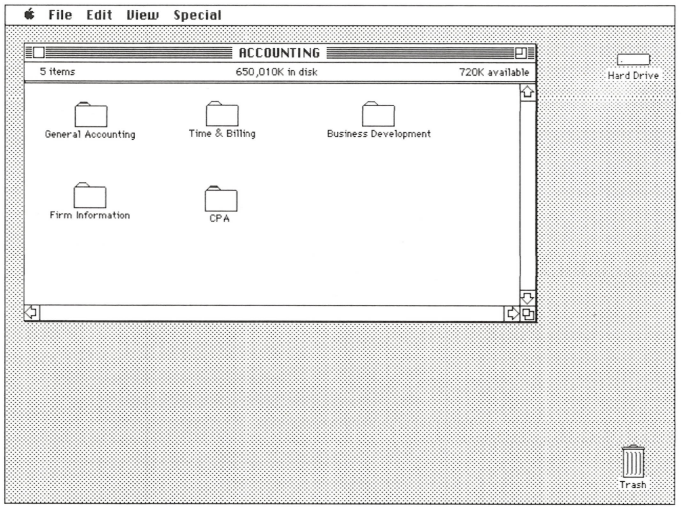
Skip Forward

To skip immediately to the beginning of the next feature, press the "forward arrow" (→) key.

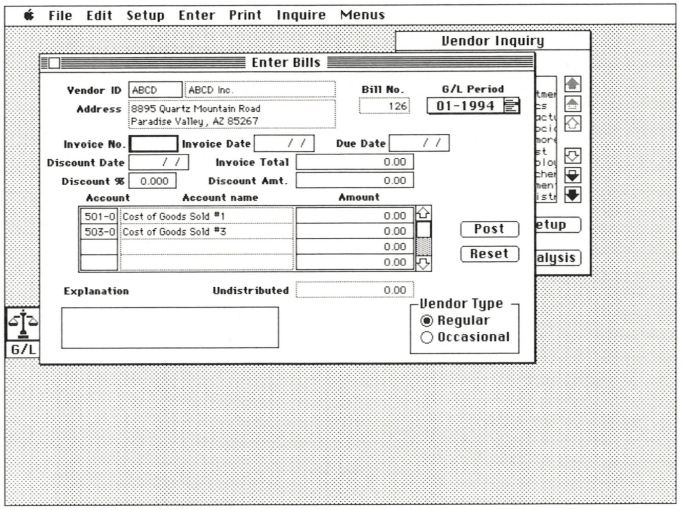
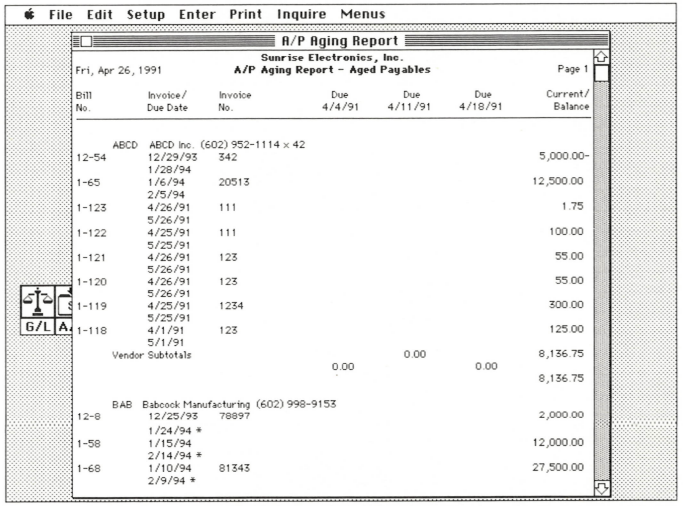
Skip Back

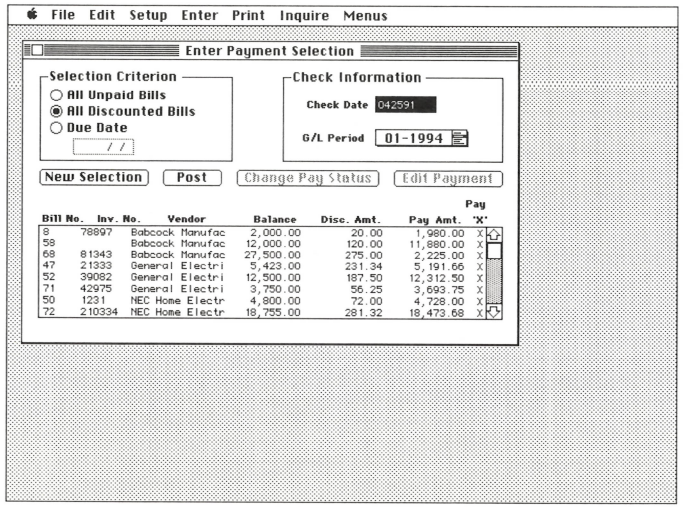
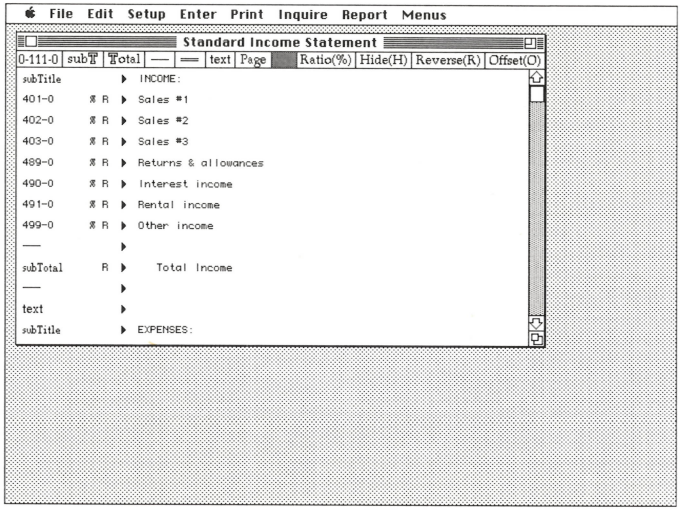
Pressing the "backward arrow" (←) key takes you back to the beginning of the current tape.

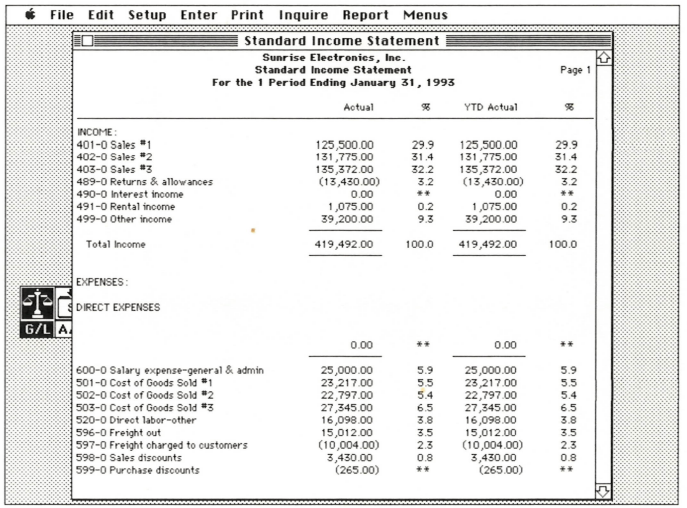
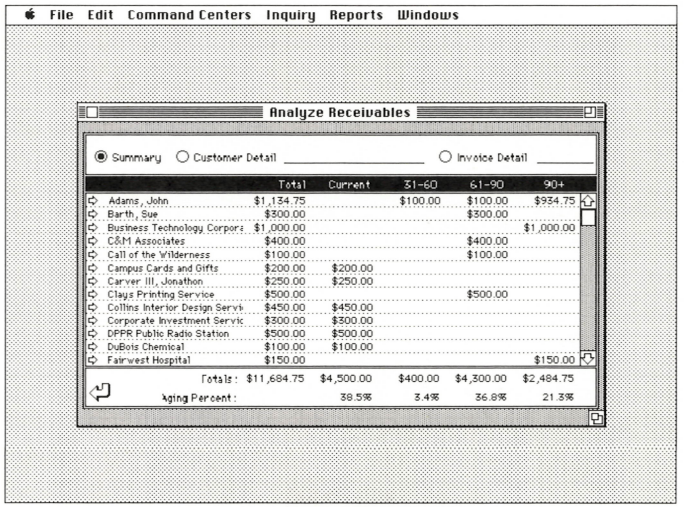
Accounting

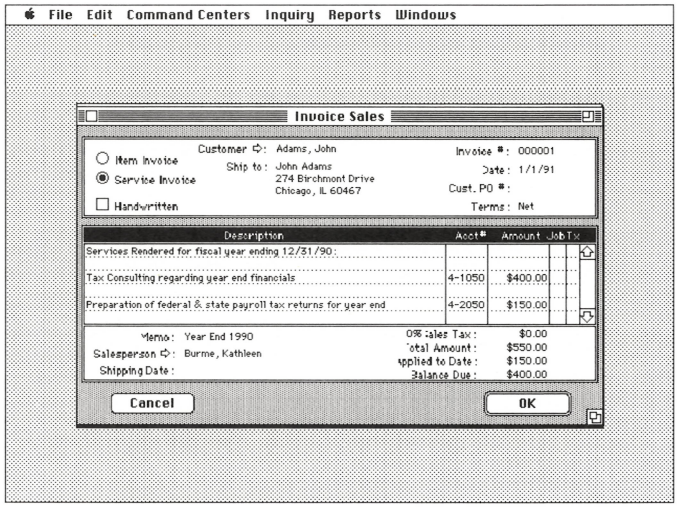
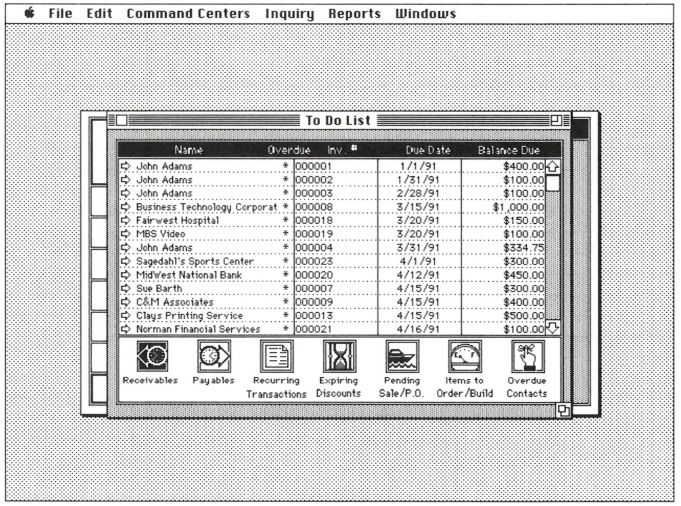
Say This	Do This	MediaTracks Do This	Show This
In today's business climate, you have to be versatile to stay competitive. And Apple Macintosh computers can help you run your entire firm more efficiently because they're as versatile as you are. Offering thousands of powerful software applications to choose from, Macintosh computers work for you to provide better financial control for yourself or your clients — and, improve your bottom line.	Open **Hard Drive** by double clicking the icon or by selecting it (clicking once) and choosing **Open** under the File menu. Open **Accounting** folder. ▸	Open **Accounting** tape icon.	
Time and billing, business development and compiling firm information are all part of the functions you manage daily. Of course, helping your clients with their financial needs is one of the most important aspects of accounting firms. We'll go through examples of how Macintosh can help with each of these areas now. Notice that Macintosh is organized like your office is — no directories or complicated commands. Just folders showing the work that needs to be done.	Use the mouse to move the pointer over each folder as you name it.		
As you'll see throughout this demonstration, all Macintosh software programs share consistent menus and use commands in plain English, like, cut, copy and paste. There's even an undo command if you change your mind about something you've just done.	Use the mouse to highlight the pull down menus, pointing out some common commands in the Edit menu.		

General Accounting

Say This	Do This	MediaTracks Do This	Show This
Traditional manual accounting systems require great amounts of time and energy, while offering limited ways to prepare, update, view and cross reference information. By automating your general ledger system on the Macintosh, you can more efficiently process large volumes of information and see "the big picture" of your company's finances whenever you want or need to. • For example, you can set up accounts payable to include vendors, vendor history, recurring bills and custom vendor checks. • When its time to enter an invoice simply select the vendor from the vendor inquiry window and fill in the appropriate data. • While some MS-DOS accounting programs will allow you to look up information, it usually requires going to another screen or completely blocking your workspace until your look up process is complete.	Open **General Accounting** folder. Open **Accounts Payable** folder. Open **Sunrise Electronics, Inc.** document to demonstrate entering and positioning an invoice to accounts payable. Double click **A/P** icon (– third item in accounting functions selection palette). Press **Tab** key. Double click **ABCD Inc.** in Vendor Inquiry window to enter vendor. ▸ Enter invoice number. Press **Tab** and enter invoice date. Press **Tab** and enter invoice total. **Tab** through Account number field and enter Amount for Goods Sold in amounts field. Verify that Undistributed field is zero. Click **Post** button when complete. Close both windows.	Click on **General Accounting** folder to launch demonstration. • • Click on **play** button (▶) to continue throughout. • • • • • • • • • • • • • • • • •	 *Application: atOnce!*  *Application: atOnce!*

Say This	Do This	MediaTracks Do This	Show This
After you review the Accounts Payable Aging Report you can use the Macintosh to manage disbursements to the appropriate vendors. • Use the payment selection menu to select a vendor for payment, determine which invoices and the amount to pay. • The process of paying bills is as easy as point and click, giving you immediate access to the records you need to keep your accounts payable current.	Choose **Payment Selection** from Enter menu. ▸ This file will demonstrate how to edit accounts payable. Enter today's date in **Check Date** field and press **Return** key. Select a bill and click **Edit Payment** button. Note payment amount. Change **Payment Amt**. Click **Save**. Note change in Pay Amt. of highlighted row. Click **Post** button.	•	 *Application: atOnce!*
Because of the flexibility of the Macintosh you can directly manipulate the layout of your financial statements to achieve the most effective document. All of this can be done on-screen without relying on character-based commands. • The ease with which you can customize and modify these reports is not matched by MS-DOS applications. • You can experiment with the look of your reports to meet the exact requirements of your users.	Double click **G/L** icon (– first icon in accounting functions selection palette). This file demonstrates the ease-of-customizing the layout of a standard income statement. Choose **Financial Reports** from Setup menu. Select **Standard Income Statement** and click **Open**. ▸ Scroll down and click **Account 600-0** from Standard Income Statement. Drag highlighted line to any new position and release mouse. You have now changed the position of Salary expense - general & admin on your income statement. Close window. Choose **Yes** when Save Changes dialog box appears. Close both windows.	•	 *Application: atOnce!*

Say This	Do This	MediaTracks Do This	Show This
Once you've entered your data, you can print out various documents from general ledgers to journals. With the Macintosh this information can be stored for future reference in both computerized and hard copy files.	Choose **Financial Reports** from Print menu. We will now show you the customized Standard Income Statement you just created. Choose **Actual, %, YTD Actual, % Style,** third item in the **Column Data** menu. Click **Get** button to retrieve report. Select **Standard Income State** and click **Open**. Click **Print** button. ▸ Note change in position to Salary expense-general & admin line in the Standard Income Statement. Choose **Quit** from File menu. Close **Accounts Payable** folder.	• • • • • • • • • • • • • •	 *Application: atOnce!*
Controlling receivables is the lifeblood of any business. With the Macintosh, you can more easily track your receivables which, in turn, will help you improve your cash flow and reduce your borrowing needs. Its unique graphic capability will help you see quickly and clearly who owes you money and how much, as well as track incoming revenue. • You can view a summary of all receivables – aged and totaled – in a single screen. • You can list all unpaid invoices for a single customer or look at the payment history for a particular customer.	Open **Accounts Receivable** folder. Open **Dell & Reed Associates** document. If dialog box appears, click **OK** button to continue. This file demonstrates how to track all accounts receivable. Click **Sales & Receivables** button. Click **Analyze Receivables** button in the Sales & Receivables window. Enter **7/1/91** and click **OK** button ▸ View history of accounts receivable by customer. Click **arrow** next to "Adams, John." Review client's payment history. Click **arrow** next to Invoice #000001. Review payment details.	• • • • • • • • • • • • • •	 *Application: M.Y.O.B. Accounting Software*

Say This	Do This	MediaTracks Do This	Show This
The Macintosh helps you take data retrieval to the most detailed level by letting you easily view the original invoice. Sales entries are automatically updated without the need to post them to a separate general ledger. By doing so, you can immediately recall the specific details of that transaction. • Very few MS-DOS accounting programs are equipped to provide such instant access to source documents.	Click **arrow** next to Invoice #000001. ▸ Review detailed information for that particular client and specific invoice. Close **Invoice Sales** window. Close **Analyze Receivables** window.	•	 *Application: M.Y.O.B. Accounting Software*
Because of its flexibility, the Macintosh lets you organize and retrieve your business information in a variety of ways. For example, you can put an asterisk next to those receivables which are currently overdue so they stand out more clearly. • And, because collection is critical to the survival of any business, the Macintosh allows you to prioritize your receivables so that the oldest one appears first. All of these features, primarily unique to the Macintosh, allow you to quickly explore reams of data and arrive quickly at accurate conclusions.	This demonstration shows you how to view and analyze overdue receivables. Click **Administration** button. Click **To Do List** button in Administration window. ▸ Review all overdue invoices listed chronologically according to earliest due date. Click the **arrow** next to "John Adams," Invoice #000001. Review invoice and payment history.	•	 *Application: M.Y.O.B. Accounting Software*

Say This

With Macintosh, you can customize your records for each customer.

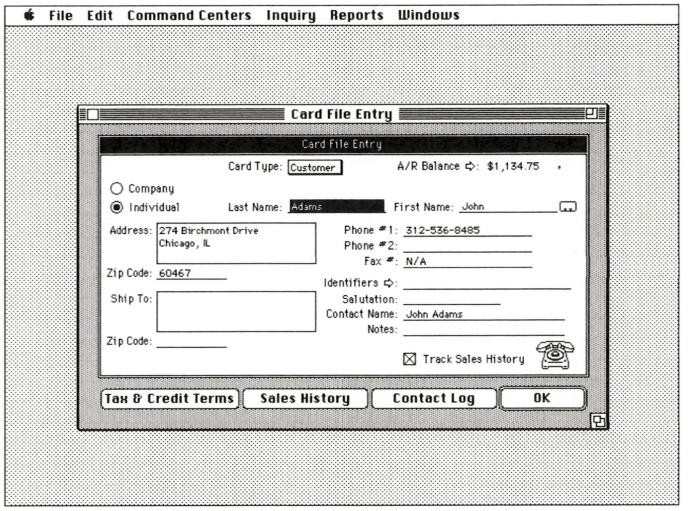
- Because each of your customers is unique and has different needs, you can easily set up different credit terms to work effectively with each one.
- For example, you can save customer information — like name, address and receivables balance.
- Then merge the information with other applications to create professional, customized collection letters and other documents, such as post-sales marketing materials.

Do This

Click **arrow** next to Customer in the top line of the Invoice Sales window. ▶
Review all information available on John Adams.
Click **Tax & Credit Terms** button. Note how different credit terms can be set up.
Click **OK** button.
Click **Sales History** button to review customer history to date. Note how last year and this year can be reviewed side-by-side for analysis.
Click **OK** button.
Choose **Quit** from File menu.
Choose **No** when the Save Changes dialog box appears.
Close **Accounts Receivable** folder.

MediaTracks Do This

Show This



Application: M.Y.O.B. Accounting Software

Say This

Manual methods of accounting can be tedious and time consuming. The Macintosh can change that by automating your general ledger system. With Macintosh, you can customize your accounting records, by adding divisions, departments and checkbooks, customized journals and recurring entries and developing specialized financial statements.

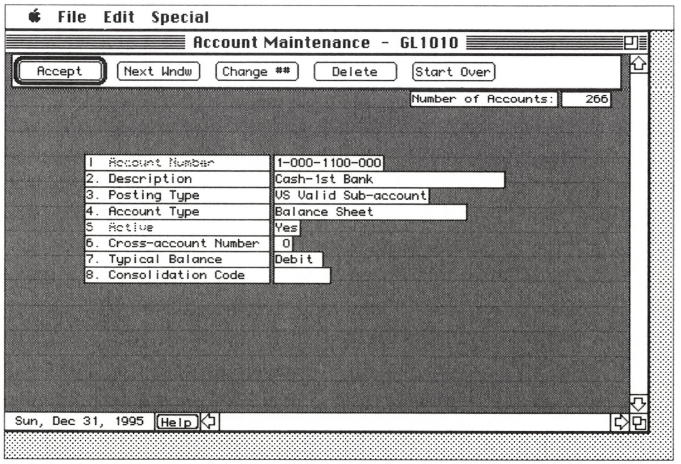
- When transactions are entered into your customized journals they are automatically posted to the general ledger, reducing the possibility for errors due to redundant data entry.

Do This

Open **General Ledger** folder.
Open **Lesson** folder.
Open **Lesson** file.
This file will demonstrate the benefits and ease of automating general ledgers.
Click on opening screen.
Click **AcceptDate** button.
Double click **General Ledger** icon (first icon in upper left corner of accounting functions screen).
Double click **Account Maintenance** icon (first icon in upper left of selection window).
Hold down **Shift** key and type **?** to view accounts.
Double click **Cash – 1st Bank.** ▸
Click **Next Wndw** button to advance to next screen.
Click **Accept** button to return to Account Maintenance screen.
Press **Escape** key to return to General Ledger window.

MediaTracks Do This

Show This



Application: Great Plains

General Accounting

Say This

A Macintosh can help you plan ahead more wisely since you will know exactly what the financial status of your company is at any given time.

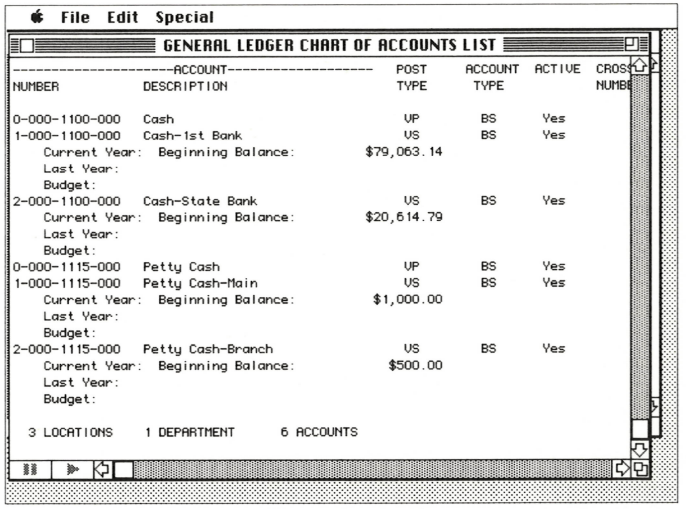
- This means you can always have a timely financial analysis of your business activity by each account.
- Since there are no restrictions about when data can be posted, your balances will always be current.
- The flexibility of the Macintosh will allow you to prepare up-to-the-minute financial reports.

Do This

Double click **Reports** icon (middle icon in second row).
Double click **Chart of Accounts** icon (first icon in upper left corner of selection window).
Press **Return** key to choose Starting Location.
Press **Return** key to choose Starting Department.
Enter **1000** to choose Starting Account Number and press **Tab** key.
Enter **1120** to choose Ending Account Number and press **Tab** key.
Double click **Account Number** from Select pop-up menu.
Enter **Y** and press **Return** key three times.
Click **Print** button to generate a report.
Click **Printer** button to deselect, then **Screen** button to select, in Send this report to: dialog box.
Click **OK** button. ▸
Choose **Close** from File menu.
Press **Clear** key twice to return to main menu.

MediaTracks Do This

Show This



Application: Great Plains

Say This

Improving your cash flow can improve your business. With an organized way to track cash receipts and disbursements, you can manage your cash flow better. you can use a Macintosh to quickly and efficiently create deposit slips, enter transactions and reconcile bank statements.

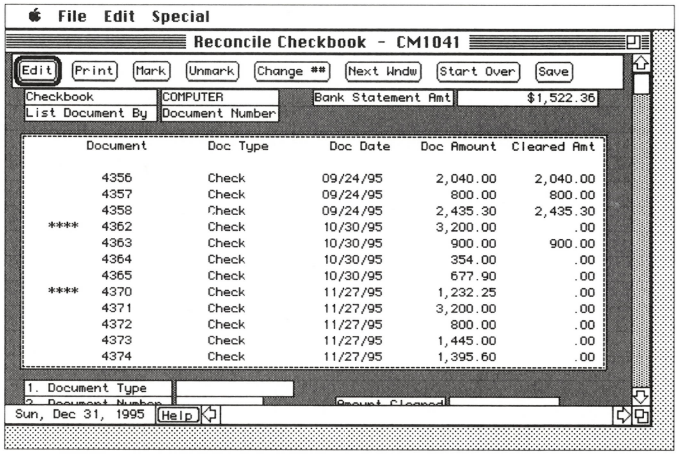
- When these are automated on Macintosh, you'll always have accurate and current account records.
- You can track the last reconciled balance, year-to-date deposits, checks and miscellaneous transactions.

Do This

Double click **Cash Management** icon (third icon in second row).
This file will demonstrate how to reconcile your checkbook.
Double click **Reconcile Checkbook** icon (middle icon in top row).
Hold down **Shift** key and type **?** to look up checkbook.
Double click **Computer Checkbook** in dialog box.
Double click **Document Number** from select pop-up menu.
Enter an amount for Bank Statement Amount and press **Return** key.
Click **Select** button. ▸
Click **Edit** button.
Double click any **check line** to select.
Enter a new amount in **Amount Cleared** field at bottom of screen.
Press **Return** key to enter new amount.
Type **Q** to quit from this screen.
Press **Clear** key twice to return to Cash Management window.

MediaTracks Do This

Show This



Application: Great Plains

Say This

Now, let's say you want to analyze your accounts to determine your working capital.

- You can effectively analyze your short-term investment capabilities by quickly assessing cash flow, daily balances and cash available.
- The bottom line? Better information to make the best investment decision.

Do This

Double click **Reports** icon (third icon in top row).

This report provides you with an up-to-date cash flow analysis.

Double click **Investment Capability Report** icon (third icon in second row).

Press **Return** key to accept all checkbooks in the starting checkbook field.

Click **Print** button.

Click **Printer** button to deselect, then **Screen** button to select, in the Send this report to: dialog box.

Click **OK** button. ▸

Choose **Close** from File menu.

Press **Clear** key twice to return to main window.

MediaTracks Do This

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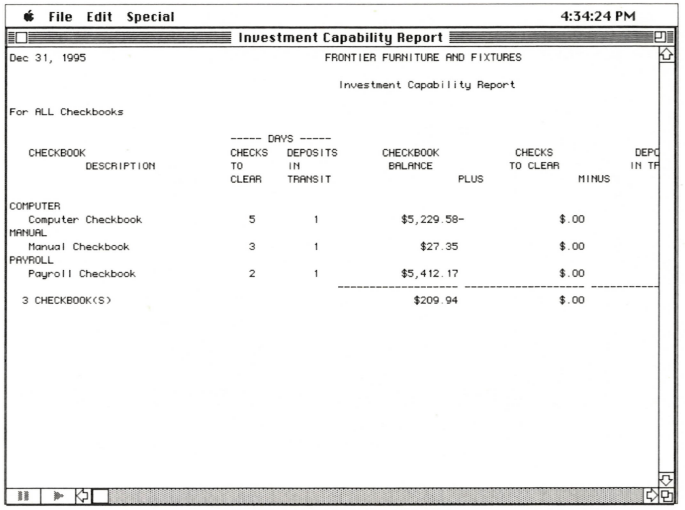
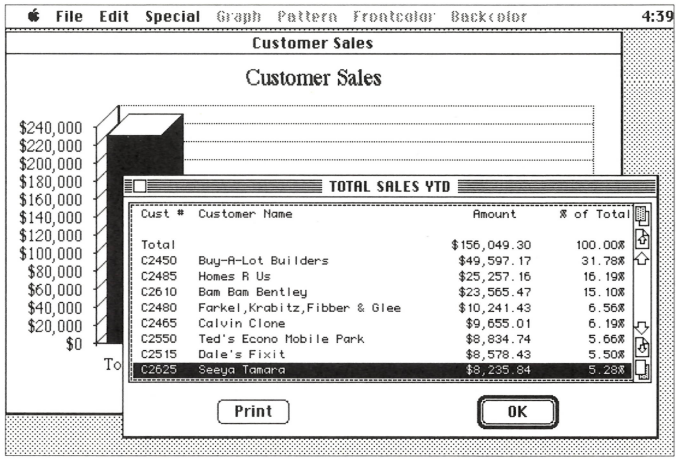
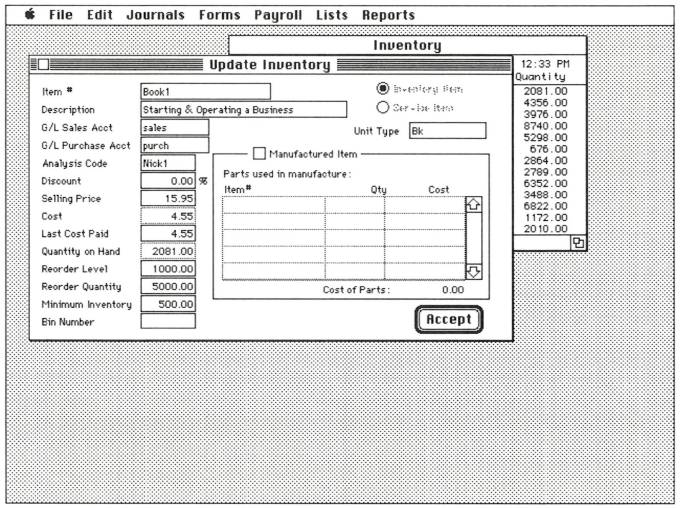
Show This



Application: Great Plains

Say This	Do This	MediaTracks Do This	Show This
Macintosh is also a valuable tool in helping you visually forecast financial trends. For example, let's say you want to assess sales of your top customers. • A chart can help you analyze and interpret the information. • Reports such as these are always available to anyone on your network without requiring any special programming.	Double click **Executive Advisor** icon (third icon in third row). This file allows users to visually interpret financial trends in a company. Click **Customer** icon (– third icon from left in selection palette). Select **Customer Sales** and click **OK** button. Double click **Top 10 Customers** bar to show list of customers. ▸	•	
With Macintosh, you can integrate graphics into all your reports. This can help you spot trends early, plan inventory levels and motivate your sales force.	Press **Return** key to return to chart window. Press **Clear** key to return to Executive Advisor window. Choose **Quit** from File menu. Select **Yes** button and click **OK** button. Close **Lesson** folder. Close **General Ledger** folder.	•	*Application: Great Plains*
Managing inventory can be time consuming — endless hours of checking quantities, with a high margin for error. With the Macintosh, you can accurately and quickly enter and track the movement of all inventoried items, and know immediately when it's time to reorder. • With your inventory in one file like this, you'll be able to enter all information on each product at one time, a big time saver that's sure to enhance efficiency. • And if you're planning inventory on assembled items, you can enter the sub-parts as inventory items first, then enter the assembled items.	Open **Inventory Management** folder. Open **Dell & Reed Associates** document. This file demonstrates how to automate and maintain inventory records. Click to continue. Under **Edit** menu, use **Update Record** submenu to choose **Inventory**. Press **Tab** key. Inventory window appears. Double click any book to enter onto inventory record. ▸ Change Selling Price of that book. Click **Accept** button. A new inventory record appears. Close both windows.	•	
		•	*Application: Accountant, Inc.*

Say This

Better inventory management can dramatically improve your customer service and profitability. The Macintosh can help you more effectively manage your inventory and maintain an up-to-date status of back order items.

- Once you enter a reorder quantity the Macintosh will prompt you when that reorder point is reached.
- Then, when you produce an invoice that depletes your inventory below this number, it will automatically create a back order. And it will continue to maintain back order status until the inventory is increased.

Filling back orders as promptly as possible is important to customer satisfaction and the long-term success of your business. The Macintosh allows you to process back orders quickly and easily.

- Select a back order to be updated, an invoice with all transferred information appears on the screen.
- When you hit the update button, the back ordered items appear, as does the quantity that was ordered.
- If you still don't have enough goods to ship, you can automatically create another back order.

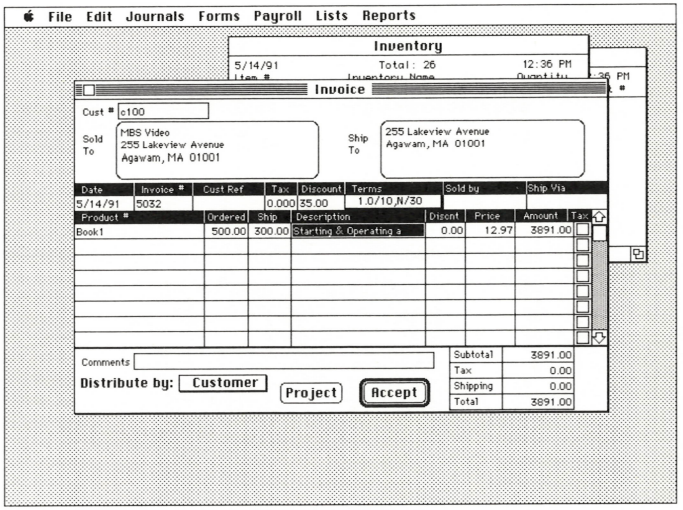
Do This

This demonstration will show how a back order is created.
Choose **Invoice** from Forms menu.
Press **Tab** key. Customers window appears.
Double click any customer name to enter onto invoice.
Click first line of **Product #** row and press **Tab** key. Inventory window appears.
Double click any inventory item to enter it.
Enter **500** in Ordered column and press **Tab** key.
Enter **300** in Ship column and press **Tab** key. ▸
Click **Accept** button to process invoice.
Click **OK** button when Back Order dialog box appears.
Click **Cancel** button when dialog box appears.
Close all windows.

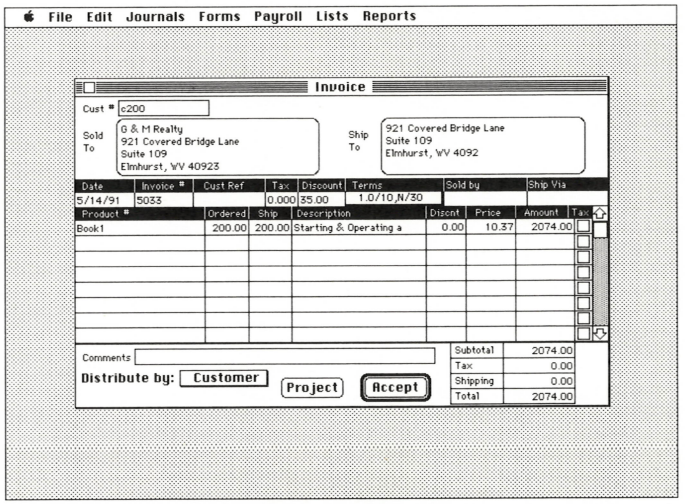
The demonstration goes on to show how back orders can automatically be transferred to updated invoices.
Choose **Process Back Orders** from Forms menu.
Select last customer in Process Back Order window.
Click **Update** button. ▸
Note how invoice indicates back ordered amount.
Close both windows.

MediaTracks Do This

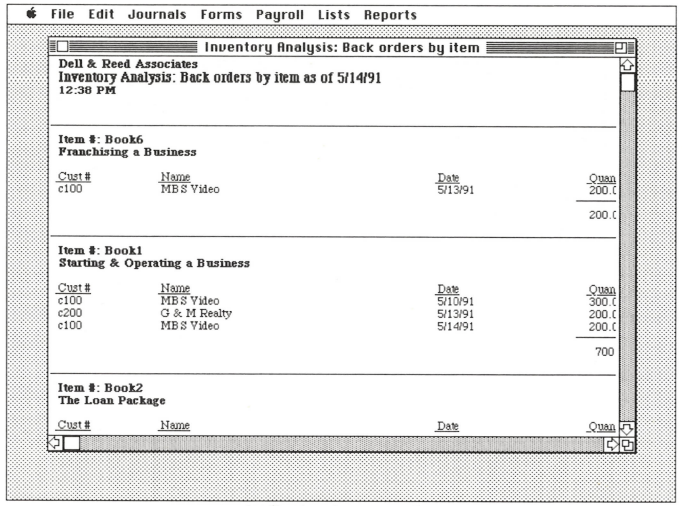
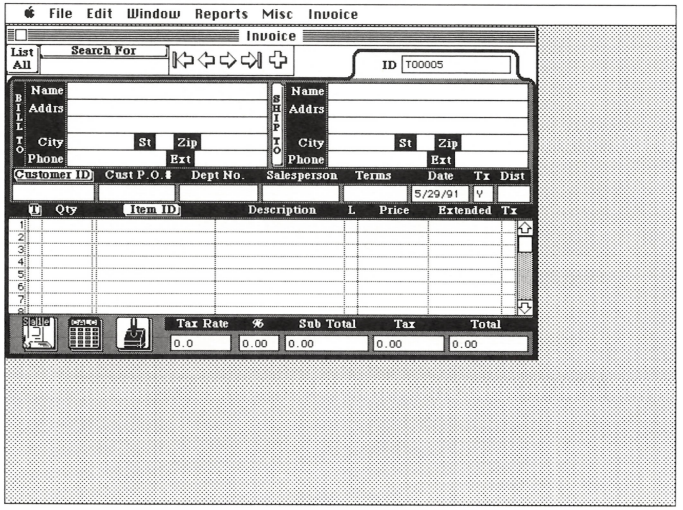
Show This

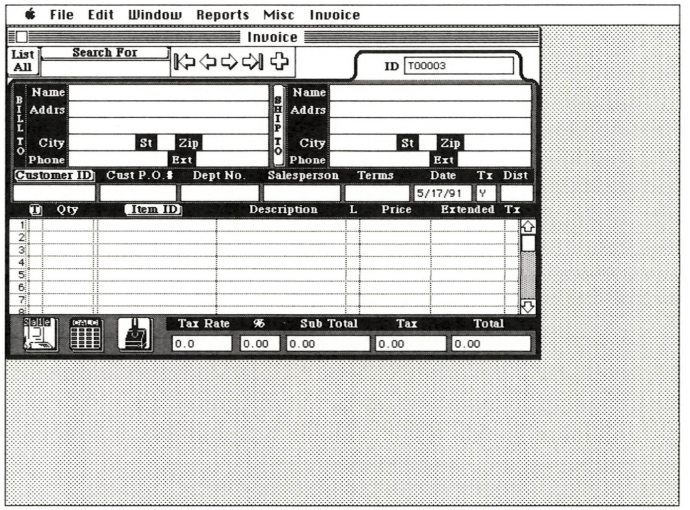


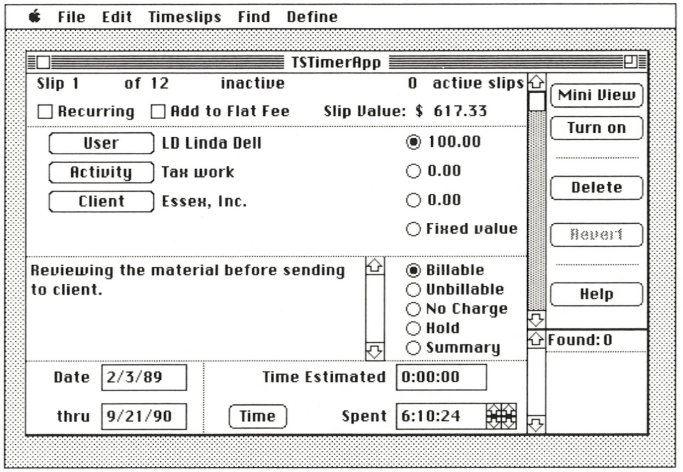
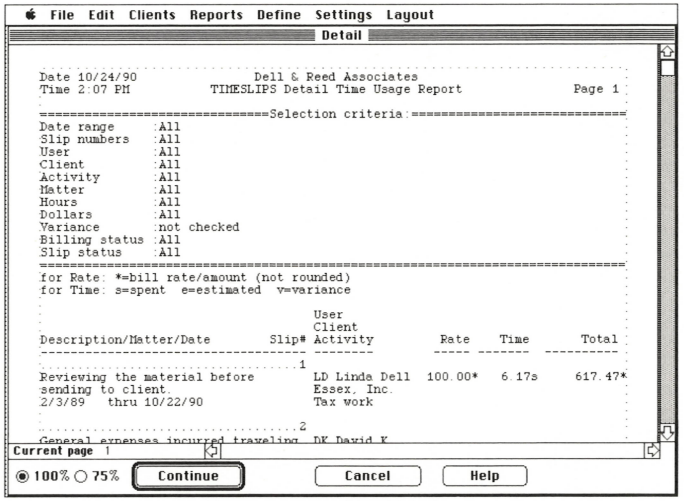
Application: Accountant, Inc.



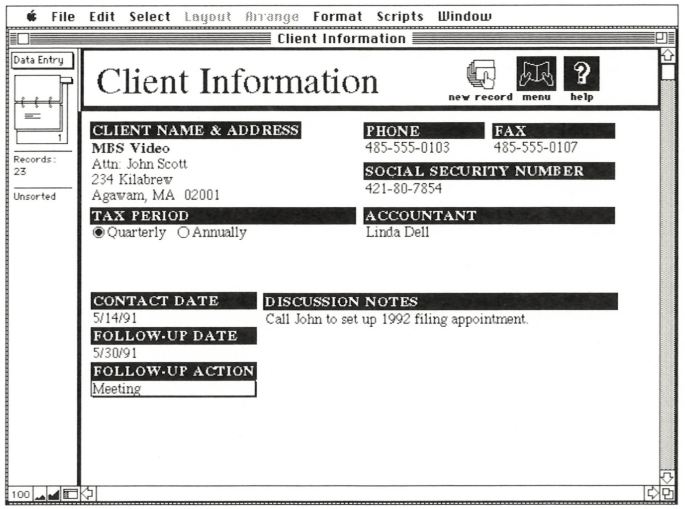
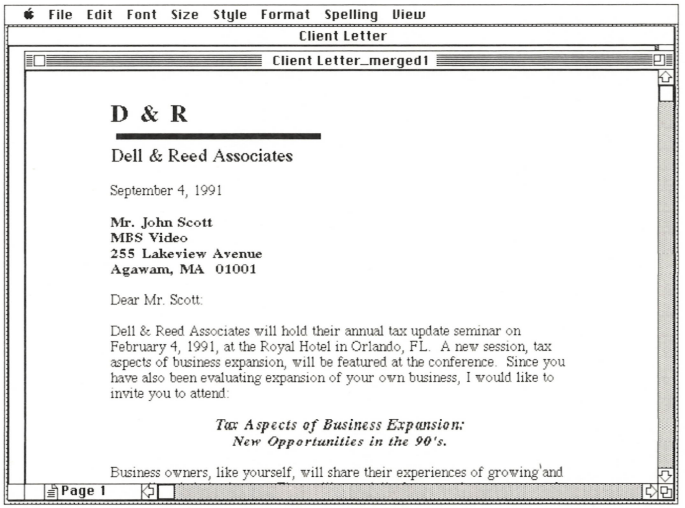
Application: Accountant, Inc.

Say This	Do This	MediaTracks Do This	Show This
The Macintosh will also help you generate reports on both inventory and back orders. Such reports are valuable tools in helping you better manage your inventory. • Each back order item will be listed, along with the customer who ordered it, quantity and sale value. • You can also generate reports on items below reorder level. • This report will list items already on order, as well as reorder level and quantity. In other words, the Macintosh is the perfect way to take stock of your inventory, from adding items to your inventory to signalling you when reorder points are needed.	This file will create reports based on inventory and back order status. Under **Reports** menu, use **Analysis** submenu to choose **Inventory**. Scroll down list and select **Back Orders by Item**. Click **Analyze** button to create a report. ▸ Close **Report** window. Scroll up list and select **Items below re-order**. Click **Analyze** button to create a report. Choose **Quit** from File menu. Close **Inventory Management** folder.	•	 *Application: Accountant, Inc.*
The Macintosh is also a great tool for helping you manage all aspects of retail or inventory operations, from stocking to vendor evaluation to customer analysis to accounts receivable. You can efficiently prepare and print purchase orders. • Use the Macintosh to generate and produce bar code labels for accurate inventory management. • You can easily monitor the arrival of inventory so you can generate current inventory and vendor analysis reports. • By tracking your inventory on Macintosh, you will be able to foresee shortages, reassess reorder points and purchase accordingly.	Open **Retail Inventory Management** folder. Open **Inventory•Analyzer** document. Choose **Orders** from Window menu. ▸ Click **Vendor ID** button and select Vendor No. 100. Click **OK** button to enter vendor. Click **Auto Order** button at bottom of screen to automatically generate a purchase order. Click **OK** button for inventory to be maintained at 100% of maximum stock. Click **Post** button at bottom of screen to post the Purchase Order. Click **Cancel Post** button. Choose **Quit** from File menu.	•	 *Application: POS•IM*

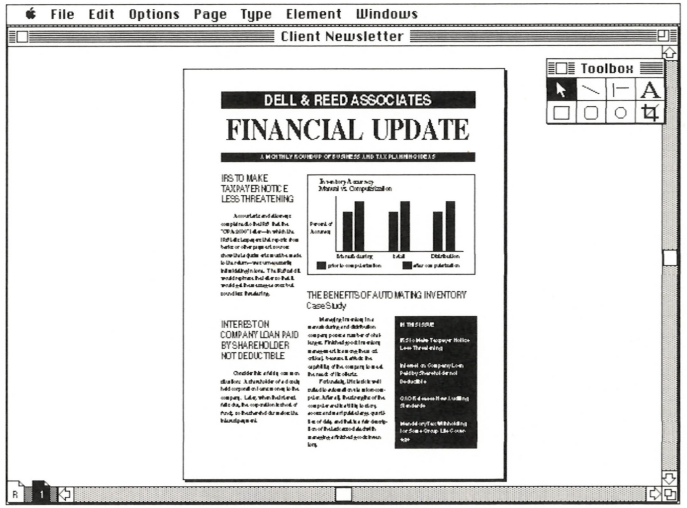
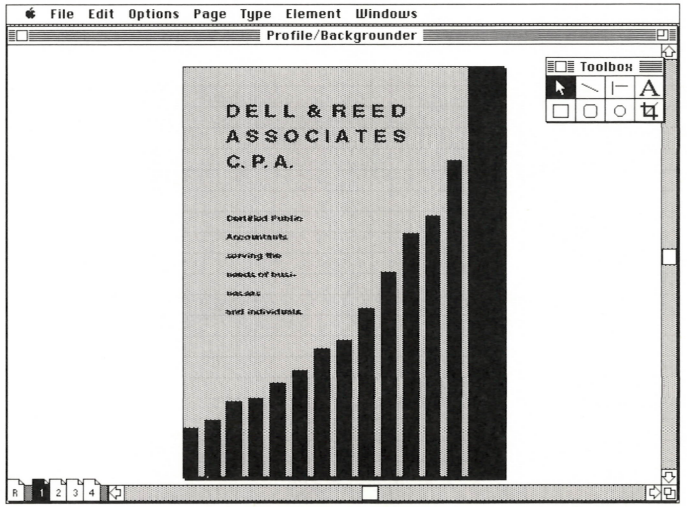
Say This	Do This	MediaTracks Do This	Show This
You can also use Macintosh to set up and maintain invoices for your point-of-sale transactions. This unique coding method will allow you to record transactions for deposits, labor, freight and other categories. • Creating and maintaining customer records daily will increase the efficiency and accuracy of your invoicing. • You can review and print copies of previous invoices at a later date or create a report on past activity. • And if you're connected to a credit card processor your transaction would be processed automatically with the transaction being printed on the receipt. • You'll have more up-to-date accounting data since Macintosh records all payment types and sales information.	Open **Sales Point** document. Choose **Invoices** from **Window** menu. ▸ Click **Customer ID** button and select **Customer ID 1001**. Click **OK** button. Enter **T100** in the Item I.D. field and press **Return** key. Enter **T114** in the Item I.D. field and press **Return** key. Choose **Print** from File menu. Select **Quote** to print the transaction as a Quote. Click **OK** button. Click **Cancel** button. Click **Sale** button in lower left of screen to complete the sale. Click **Visa** button (fourth from bottom) to display the amount to be charged to the Visa card. Click **Post** button to print the invoice. Click **Cancel** button. Choose **Register Totals** from Reports menu. Click **Screen** button to display the daily sales report. The daily sales summary is displayed. Choose **Quit** from File menu. Close **Retail Inventory Management** folder.	• •	 *Application: POS•IM*
That should give you an idea of some of the ways Macintosh can help you manage your general accounting needs — with one computer and software programs designed to look and work alike.	Close **General Accounting** folder.	End of demonstration.	

Say This	Do This	MediaTracks Do This	Show This
Some of you also need a system for tracking hours, where time that used to slip through the cracks, gets recovered and billed now. Macintosh will help you account for both time and expenses for yourself or your clients and help you recover those untracked billable hours with automatic timesheets. If you're doing "value billing," you can easily track hours per project to see if you're more or less profitable using this billing method. • Use the built-in "stopwatch" to automatically track your time while you work or take a phone call from a client. • Any employee can track time, billable or not. They can also make job notes here. With a time and billing function in place, you're sure to see an increase in efficiency and productivity.	Open **Time & Billing** folder. Open **Time & Billing** document and immediately hold down **Shift** key until dialog box appears. Select **Resident Data Set** and click **Open**. ▸ Choose **New Timeslip** from Timeslips menu to create a new slip. Click **User** button. Highlight a user from list, then click **Select** button. Click **Activity** button. Highlight an activity from list, then click **Select** button. Click **Client** button. Highlight client from list, then click **Select** button. Click **Turn on** button to activate timer. Click **Mini View** button. Click **Turn off** button when you are done. Choose **Quit** from File menu.	Click on **Time & Billing** folder to launch demonstration. • • Click on **play** button (▶) to continue throughout. • • • • • • • • • • • • • End of demonstration.	 *Application: Timeslips III*  *Application: Timeslips III*

Business Development

Say This	Do This	MediaTracks Do This	Show This
In the course of doing business, you collect a lot of information about your clients such as: name, address, phone, last time contacted, follow-up needed and personalized discussion notes. You can organize that data on a Macintosh then use it to customize all communications and target specific audiences to receive messages about your firm or your clients' businesses. Macintosh helps you manage your client records efficiently. • You can easily access and update important information on clients like addresses, phone numbers, time between calls or a recap of your last meeting.	Open **Business Development** folder. Open **Client Information** document. ▸ Highlight **Client Address** text box, then type in a new address. Click below **Follow-Up Action** box to see selection options. Choose **Meeting** from Follow-Up Action pull-down list. Click bottom of **Book** icon (–upper left corner of the screen) and browse through several records. Click **Menu** button to see report options. Click **Follow-Up Report** icon. Click **50** button in lower left corner to view at full size. Click **Continue** button to return to Menu. Click **Data Entry (pencil and pad)** icon. Choose **Quit** from File menu.	Click on **Business Development** folder to launch demonstration. • • Click on **play** button (▶) to continue throughout. • • • • • • • • • • • • End of demonstration.	 *Application: FileMaker Pro*
This tool can help you or your clients keep on top of current projects and signal when it's time for another contact or action. With this kind of information on hand, it's simple to customize client communications. Let's say you want to invite all active clients to a seminar on tax issues. • Indicate the information you need: name, company, address and so on. Now, that information is automatically merged with your form letter. This feature allows you to generate letters that appear to be tailor-made for each client, in a fast and efficient manner. This kind of professional-looking, customized document says positive things about your firm before it's even read. It's just one way Macintosh can help you develop your business and improve your image.	Open **Client Letter** document. Choose **Open Merge Data File** from File menu. Open **Client List** document. Close **Insert Merge Field** window. Choose **Merge** from File menu. Click **New Document** button, then click **Merge** button in Merge dialog box. ▸ Choose **Quit** from File menu. Choose **No** when Save Changes dialog box appears. Close **Business Development** folder.		 *Application: MacWrite II*

Firm Information

Say This	Do This	MediaTracks Do This	Show This
Marketing your services or firms is becoming more important than ever. You may need materials to tell clients or prospects about your business or to offer them information to help their businesses grow. Macintosh can help make every piece of your firm's communications be both effective and professional-looking.	Open **Firm Information** folder. Open **Client Newsletter** document. ▸ Click first paragraph in text. Choose **Edit story** from Edit menu. Editing window appears. Highlight a portion of text. Under **Type** menu, use **Type style** submenu to choose **Bold** and **Italic**. Close editing window. Choose **Actual size** from Page menu. Scroll to view the text changes. Choose **Quit** from File menu. Choose **No** when Save Changes dialog box appears.	Click on **Firm Information** folder to launch demonstration. • • Click on **play** button (▶) to continue throughout. • • • • • • • • • • • • • • • • • •	 *Application: PageMaker*  *Application: PageMaker*
With Macintosh, you can create and customize all types of marketing materials — brochures, newsletters and more. Here's an example of a client newsletter which can be easily customized. You may want to add this as a service you weren't able to provide before. • You can quickly change a headline to add impact. • And you can customize a document like this in a short time to include the most current tax law changes in your client updates.			
Suppose one of your clients or a new prospect has asked for some background information on your practice. A firm profile could be ready on your computer. • Since all your company information is preset, you can make changes to customize the document for this occasion.	Open **Profile/Backgrounder** document. ▸ Click **page icons** (lower left corner) to display different pages. Choose **Actual size** from Page menu. Comment on integration of graphics, charts, data, etc. Choose **Quit** from File menu. Choose **No** when Save Changes dialog box appears.		

Firm Information

Say This	Do This	MediaTracks Do This	Show This
What if you need to make an important presentation to a client? Macintosh can make it easy. • You can create high quality slides, overheads or leave behinds. You can also save time and money by creating your own professional presentations. • Think of the power this would give your partners and colleagues. Materials like these can make a smaller firm look bigger, too. With presentation capabilities like these, you can always put your best foot forward. And in today's competitive environment, that can be an important step for any business to make.	Open **Client Presentation** document. Choose **Slide show** from File menu. Click **OK** when View Presentation options window appears. ▸ Slide show launches automatically. When done choose **Quit** from File menu. Close **Firm Information** folder.	• • • • End of demonstration.	*Client Presentation* **Quality Auditing** **The Auditing Solution For You** DELL & REED ASSOCIATES *Application: Aldus Persuasion*

Certified Public Accounting

Say This

Tax season may be the most rewarding time of the year, but it can also be the most challenging. You're inundated with forms, schedules, and various types of records and data. Macintosh can help you manage the entire process more efficiently — from the first tax planning session with your client to finally filing the completed returns.

- With Macintosh, you can enter information into standard electronic tax forms, like this 1120 form, for more efficient and accurate entries. These forms look and function like the traditional paper forms you're accustomed to. This familiarity, in addition to fully integrated on-screen tax assistance, will allow you to master them in no time.
- Once all your data is entered, Macintosh will calculate the results for you.
- Since you'll always have a record of this stored on the computer (unless you delete it), calculating depreciation from year to year will be easy.
- And if you have questions while you are working, on-line help is always available.

Do This

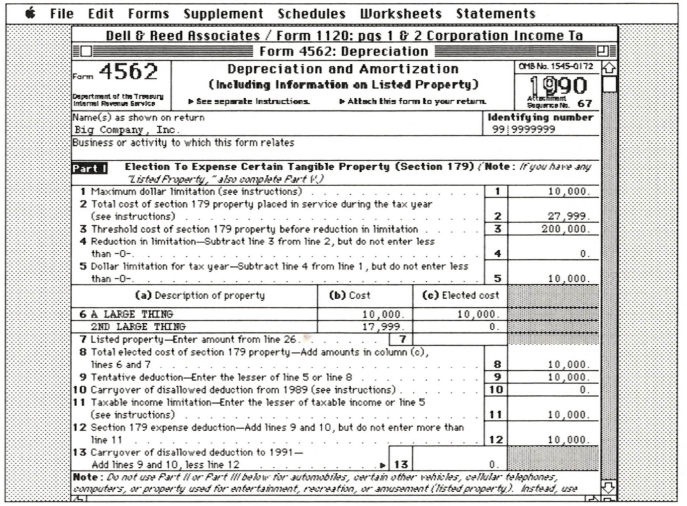
Open **CPA** folder.
Open **Tax Preparation** folder.
This demonstration of the automated tax form shows how depreciation numbers can be accessed in a linked form and calculated.
Open **TaxView V1.7** application. Note built-in filing instructions.
Choose **Close All** from File menu.
Choose **Open** from File menu.
Select **Dell & Reed Associates** from list and click **Open**.
Scroll to line 20 and double click amount **23,800**. This opens Form 4562: Depreciation. ▶
Note how depreciation can be calculated and edited here and automatically reflect in Form 1120 because of linking feature.
Close **Form 4562: Depreciation**.

MediaTracks Do This

Click on **CPA** folder to launch demonstration.

Click on **play** button (▶) to continue throughout.

Show This


File Edit Forms Supplement Schedules Worksheets Statements
Dell & Reed Associates / Form 1120: pgs 1 & 2 Corporation Income Ta
Form 4562: Depreciation
Form 4562
Depreciation and Amortization
(Including Information on Listed Property)
1990
Name(s) as shown on return
Big Company, Inc.
Identifying number
99 9999999
Business or activity to which this form relates
Part I Election To Expense Certain Tangible Property (Section 179)
1 Maximum dollar limitation (see instructions) 1 10,000.
2 Total cost of section 179 property placed in service during the tax year (see instructions) 2 27,999.
3 Threshold cost of section 179 property before reduction in limitation 3 200,000.
4 Reduction in limitation—Subtract line 3 from line 2, but do not enter less than -0- 4 0.
5 Dollar limitation for tax year—Subtract line 4 from line 1, but do not enter less than -0- 5 10,000.
(a) Description of property
(b) Cost
(c) Elected cost
6 A LARGE THING 10,000. 10,000.
2ND LARGE THING 17,999. 0.
7 Listed property—Enter amount from line 26 7
8 Total elected cost of section 179 property—Add amounts in column (c), lines 6 and 7 8 10,000.
9 Tentative deduction—Enter the lesser of line 5 or line 8 9 10,000.
10 Carryover of disallowed deduction from 1989 (see instructions) 10 0.
11 Taxable income limitation—Enter the lesser of taxable income or line 5 (see instructions) 11 10,000.
12 Section 179 expense deduction—Add lines 9 and 10, but do not enter more than line 11 12 10,000.
13 Carryover of disallowed deduction to 1991—Add lines 9 and 10, less line 12 ▶ 13 0.
Note: Do not use Part II or Part III below for automobiles, certain other vehicles, cellular telephones, computers, or property used for entertainment, recreation, or amusement (listed property). Instead, use

Application: MacInTax Pro Series

Certified Public Accounting

Say This

Filing taxes requires a lot of forms. You can use Macintosh to store dozens of forms and schedules so you can manage them better. Instead of having to memorize each one, you can use Macintosh to guide you in completing them.

- By inserting a "?" in the statement blank at the top of a form, you'll have a built-in reminder to refer to any additional documents your client may need completed.
- The Macintosh also helps you remember to include all necessary information, by highlighting incomplete areas of forms.
- If you're unsure about some of your data or simply don't have it, you can leave those areas open or called out. The Macintosh will help you quickly find them later.

Do This

We then continue to show how linked forms are referenced and incomplete forms are highlighted by the form name being outlined.

Double click amount **415,042** on line 26.

Enter **2** in **Statement Blank** at top of form and close form. Note how **See Statement #2** shows up next to the amount on line 26 to reference an attachment.

Choose outlined form **1120: pgs 3 & 4 Corporation Income Tax** from Forms menu.

Hold down **Option** key and press **Return** key to automatically move to incomplete area of form. ▸

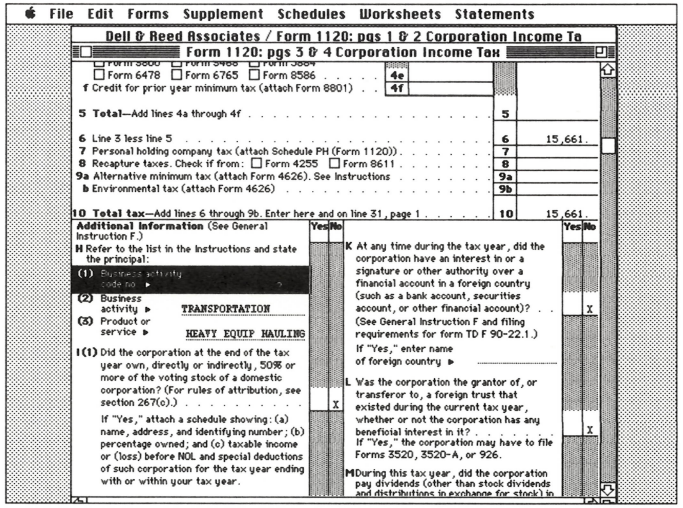
Double click **Business Activity Code No.** text to receive on-line help.

Close Help window.

In highlighted area, delete **?**, enter **4700** and press **Return** key.

MediaTracks Do This

Show This


File Edit Forms Supplement Schedules Worksheets Statements
Dell & Reed Associates / Form 1120: pgs 1 & 2 Corporation Income Ta
Form 1120: pgs 3 & 4 Corporation Income Tax
Form 6478 Form 6765 Form 8586
4e
f Credit for prior year minimum tax (attach Form 8801)
4f
5 Total—Add lines 4a through 4f
5
6 Line 3 less line 5
6 15,661.
7 Personal holding company tax (attach Schedule PH (Form 1120))
7
8 Recapture taxes. Check if from: Form 4255 Form 8611
8
9a Alternative minimum tax (attach Form 4626). See instructions
9a
b Environmental tax (attach Form 4626)
9b
10 Total tax—Add lines 6 through 9b. Enter here and on line 31, page 1
10 15,661.
Additional Information (See General Instruction F.)
Yes No
H Refer to the list in the instructions and state the principal:
(1) Business activity code no.
(2) Business activity ▸ TRANSPORTATION
(3) Product or service ▸ HEAVY EQUIP HAULING
I (1) Did the corporation at the end of the tax year own, directly or indirectly, 50% or more of the voting stock of a domestic corporation? (For rules of attribution, see section 267(c).)
X
If "Yes," attach a schedule showing: (a) name, address, and identifying number; (b) percentage owned; and (c) taxable income or (loss) before NOL and special deductions of such corporation for the tax year ending with or within your tax year.
K At any time during the tax year, did the corporation have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?
X
(See General Instruction F and filing requirements for form TD F 90-22.1.)
If "Yes," enter name of foreign country ▸
L Was the corporation the grantor of, or transferor to, a foreign trust that existed during the current tax year, whether or not the corporation has any beneficial interest in it?
X
If "Yes," the corporation may have to file Forms 3520, 3520-A, or 926.
M During this tax year, did the corporation pay dividends (other than stock dividends and distributions in exchange for stock) in

Application: MacInTax Pro Series

Say This

With a Macintosh you can link any number of schedules and forms automatically.

- Due to the hierarchical structure of the nested forms, you are assured of including all required and critical information.
- The Macintosh allows you to have multiple forms open at once, continually reviewing the changes made on supporting schedules.
- No other MS-DOS tax preparation program provides this ability.
- As you can imagine, all these features will ensure greater accuracy of calculations and optimum usage of your time.

Once you've completed all the necessary forms for your clients, you can print them out. Here's an example of a Client Status Summary.

- You'll be able to see in a glance the status of a client's tax return.
- You'll also be able to enter time and rates for the preparer and easily calculate hours and costs.
- This is a great way to continually track everyone's time for each specific project.
- Overall, Macintosh is an effective tool to help you manage your time at a point when it's most critical.

Do This

This segment of the file demonstrates the linking within support schedules.
Scroll down to **Schedule M-1**.
Double click amount **44,095 ?** on line 5. This opens M-1 Support Schedule.
Hold down **Option** key and press **Return** key to find value questioned by staff preparer. ▸
Delete **?** and press **Return** key to finalize value.
Pull down **Forms** menu and note how all forms are complete.

As a final feature, you can also track your time and develop reports simultaneously with preparing taxes.
Choose **Client Status Summary** from Worksheet menu. ▸
Enter new time for preparer and press **Return** key. Go to **Rate per Hour** at the bottom of the page and enter new rate and press **Return** key. Note how totals are recalculated.
Choose **Quit** from File menu.
Choose **Discard** when Save Changes dialog box appears.
Close **Tax Preparation** folder.

MediaTracks Do This

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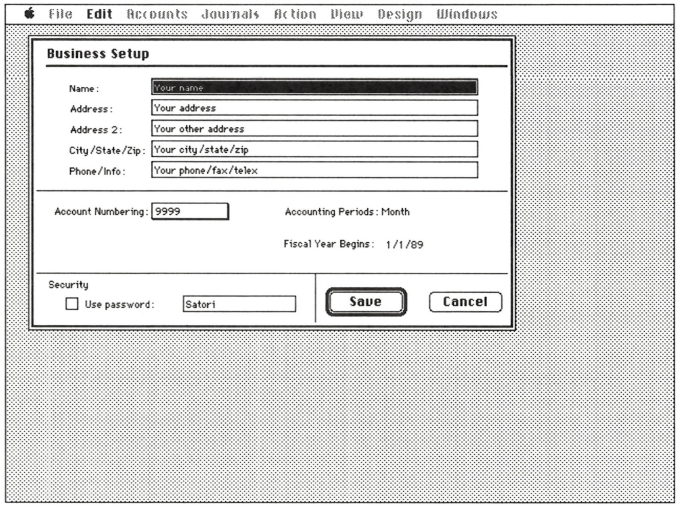
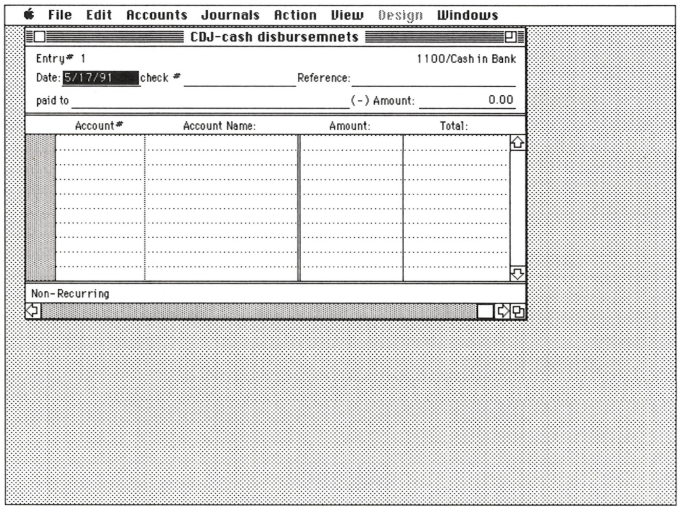
Certified Public Accounting

Say This	Do This	MediaTracks Do This	Show This
Macintosh gives you the flexibility to create and customize accounting systems specifically designed to fit your business needs and those of your clients. From balance sheets to profit and loss and trial balance. • For example, at the business set up level, you can define your account numbering structure by numbers of digits: 3, 4 or 5. • You can optionally group accounts by profit center as well as department. • You can also determine how to break down your fiscal year to best view business operations regularly. • You'll be able to give your clients financial information structured in a way that's easy for them to read and understand.	Open **Client Write-Up** folder. Open **Dell & Reed Associates** folder. Open **Chart of Accounts** document. This file demonstrates the ability to create accounting systems customized for your business or designed to replicate your client's accounting system. Choose **Set Up Business** from File menu. ▸ Choose four digits from **Account Numbering** pop-up menu. Click **Save** button.	•	 *Application: Components Accounting Series*
With Macintosh, you can easily create entry journals, enter transactions in detail and organize them in ways appropriate for your business or your client's business. You can create journals identical to those your clients use. This is sure to increase accuracy and efficiency in your write-ups. For example, you can set up a standard journal or define as many special journals as you choose. • You can choose a 3-letter reference for your journal entries and select whether your accounts will be increasing or decreasing. • When you select Cash Disbursements from the Journals menu, you can enter as many distribution accounts and amounts as you wish.	Choose **Create Journal** from Journals menu. Choose **Decreasing** from Amount pop-up menu. Type **CDJ** in Journal REF/Name box. **Tab** to next field and type **cash disbursements**. Press **Tab** key and enter **1100** in Offset Account # field. Press **Tab** key and type **Check #** for Memo 1 Title. Press **Tab** key and type **Paid to** for Memo 2 Title. Close window. Choose **CDJ-Cash Disbursements** from Journals menu to see the new cash disbursement journal you created. ▸	•	 *Application: Components Accounting Series*

Certified Public Accounting

Say This

You'll create and use journals on the Macintosh, much the same way you always have, because it's an intuitive process that simply makes sense. And, since all entries have a unique source and entry number, you can easily maintain a good audit trail.

- Line items are automatically balanced, saving time and eliminating errors.
- You can post your journal at any time, selecting by period or date range.
- Once you've reviewed your ledger listing, you can close the period and print the statement.
- With Macintosh, you can count on greater accuracy in calculations and can do your work faster than ever.

Do This

Type **4/1/89** in date field.
Tab to **Check #** and enter a **number**.
Tab to **Reference** and enter a **description**.
Tab to **paid to** and enter a **payee**.
Tab to **Amount** and enter **1000**.
Tab to **Account #** field and enter **5140**. Press **Tab** key.
Enter **250** in the **Amount** field and tab to next line.
Press **Command-F (⌘ F)** to open Accounts List.
Choose **By Account Name** from View pop-up menu.
Scroll and double click to select **Insurance**.
Press **Tab** key to accept amount. ▸
Press **Return** key to accept journal entry and create a new journal.
Close both windows.
Choose **No** when Save Changes dialog box appears.

MediaTracks Do This

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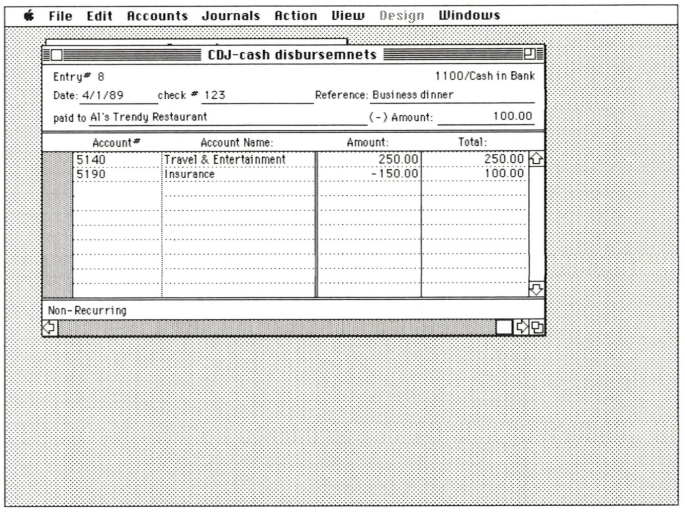


Application: Components Accounting Series

Certified Public Accounting

Say This

An important aspect of your work is sharing information with others, in an easy-to-understand and readable fashion. By using the powerful array of graphics and reporting tools the Macintosh offers (unmatched in the MS-DOS world), you can create and print out presentation-quality forms and reports which you can give directly to your clients.

- The toolbox you see here features four types of objects you can place in your document, including graphic elements, fields of information, calculations and graphs to visually depict your data for even greater impact.
- As you can see, you can readily build a variety of designs and looks for your document, or you can use one that's already predefined.
- When you're ready to print, you can preview your document to see it as it will be printed.

Since Macintosh is highly compatible with MS-DOS systems, you can share files with your clients, even if they use another system, without having to re-enter data. It's one more way Macintosh helps you eliminate routine, mechanical work so you're free to do more planning and consulting activities.

Do This

This file creates a professional, up-to-date form for clients or inclusion in a report.

Choose **Trial Balance** from View menu.

Expand window to full screen by clicking in zoom box (upper right corner of window). ▸

Choose **Preview** from Design menu.

After viewing report close window.

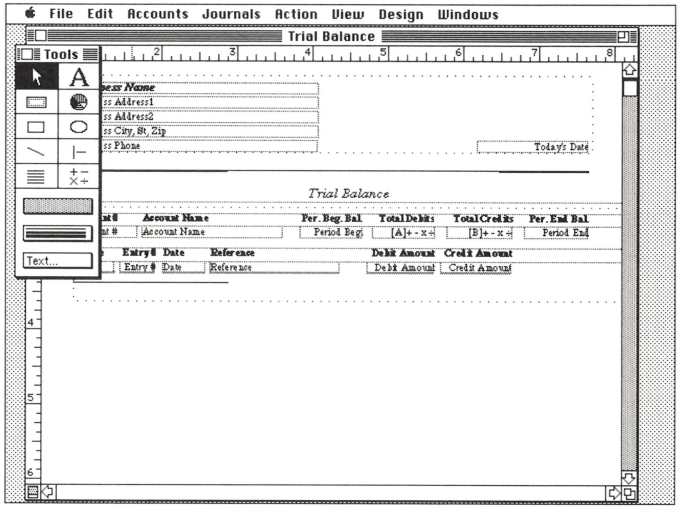
Choose **Quit** from File menu.

Close **Dell & Reed Associates** folder.

Close **Client Write-Up** folder.

MediaTracks Do This

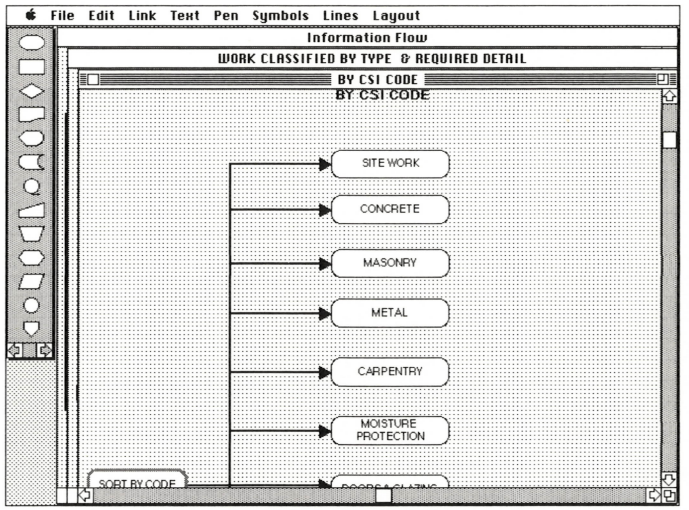
Show This



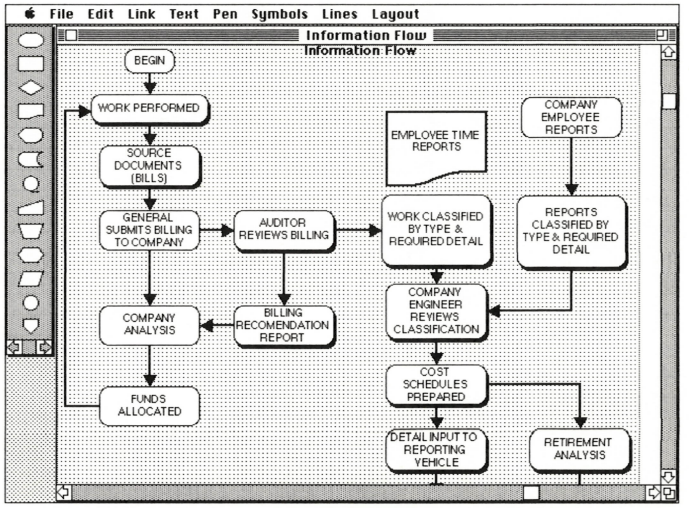
Application: Components Accounting Series

Certified Public Accounting

Say This	Do This	MediaTracks Do This	Show This
Preparing for an audit can be nearly as time-consuming as the audit itself. You need everything documented and prepared in an easy-to-understand format, for easy reference and quick retrieval. With Macintosh, you can provide your clients with a graphical representation of their accounting process.	Open **Audit Management** folder.	•	
• As you can see, it's easy to chart data to provide auditors a complete overview of your clients' information.	Open **Information Flow** document. This file was designed to demonstrate the ease with which a client's complex billing process can be visually mapped out.	•	
• What's more, you can modify it quickly from year to year as information changes and is updated.	Double click shadowed edge of box labeled **Work Classified By Type & Required Detail**. Subchart opens to reveal Detail for the task.	•	
• You can have multiple tasks open simultaneously in the "nested" format you see here. The hierarchical window will let you know which one is currently open.	Double click shadow portion of box labeled **By CSI Code** to reveal next nested level of chart. ▸	•	
• The Macintosh will help to ensure the efficiency of the audit.	Note how titled window indicates exactly where you are.	•	
	Close both sub-windows.	•	
During the audit process, Macintosh makes it easy to prepare charts and modify them to your clients' changing needs. It also makes it easy to see the breakdown of tasks.	Using fourth tool from the top in tool bar, ▭, drag to create new box above **Work Classified By Type & Required Detail** box.	•	
• To add categories simply drag a new box onto the existing chart and enter text.	Click center of the symbol and type **EMPLOYEE TIME REPORTS**.	•	
• You can also draw arrows between boxes to connect them and indicate relationships between information.	Highlight type.	•	
• Once you've created your chart, you still have the flexibility to make modifications as the need arises.	Under **Text** menu, use **Font** submenu to choose **Helvetica Light**.	•	
	Under **Text** menu, use **Size** submenu to choose **10 Point**. ▸	•	
	Click center of symbol and drag a line to center of box just below it.	•	
	Release mouse to see arrow form.	•	
	Click on edge of box and drag to different area of the chart. Note how arrows adjust accordingly.	•	



Application: MacFlow



Application: MacFlow

Certified Public Accounting

Say This

It's easy to customize your flow charts by adding symbols and highlighting various categories to call attention to them.

- This is a great way to call attention to selected categories.
- This makes it easier for the client to focus on critical activities.
- You have the flexibility to create and import graphics allowing you to customize the chart any way you'd like it.

The bottom line is that Macintosh can and will help you visualize and understand your clients' accounting situations quickly and clearly, regardless of how simple or complex they are. And you'll have a tool that will help you explain complicated processes to your clients simply and effectively, too.

These are just a few of the ways Macintosh can help to streamline all of your accounting work — with one computer and software programs that all look and work alike.

Do This

Choose **Symbol Librarian** from File menu.
Choose **Append** from File menu.
Double click **Symbol Librarian**.
Double click **MD Custom Symbols**. Click **OK** button. Note how symbol palette at left is numbered at the bottom.
Choose **MacFlow** from File menu to return to document.
Click right arrow icon (– bottom of symbol palette) to display imported custom palette.
Drag a couple of symbols to the chart to display them. Discuss how these were created in MacDraw. ▸
Choose **Quit** from File menu.
Choose **No** when Save Changes dialog box appears.
Close **Audit Management** folder.

Close **CPA** folder.

MediaTracks Do This

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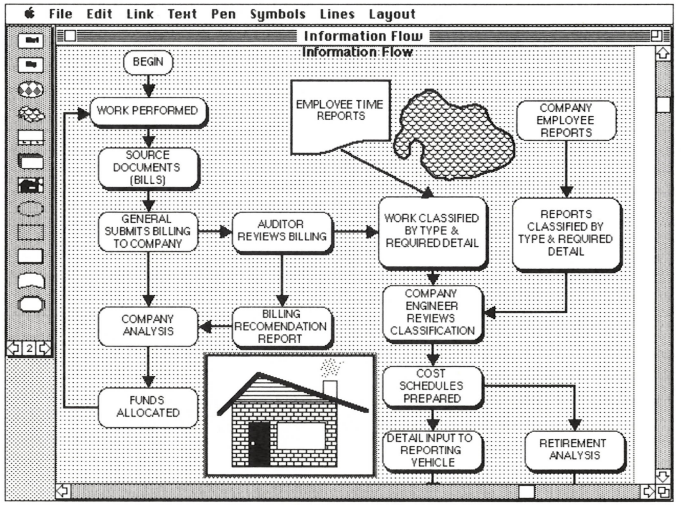
End of demonstration.

Show This



Application: MacFlow

Summary

Say This

Today, I've shown you how to manage your entire firm with one computer, the Macintosh. So whether you're planning an audit, preparing a client's tax return or managing your office, this computer will help make sure it's easy, affordable and only a click of the mouse away.

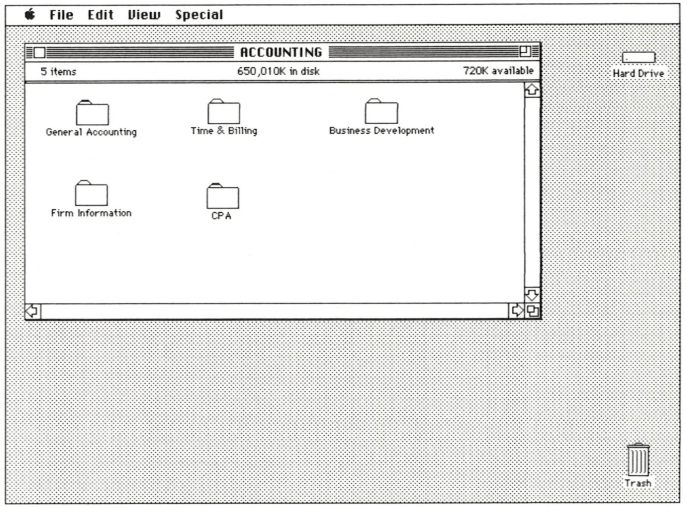
The Macintosh offers advantages over the MS-DOS environment because of its inherent flexibility. Also, the programs in the MS-DOS environment do not allow you to switch between distinctly different accounting processes with the ease that the Macintosh does.

Macintosh works the way you do. It adapts to your working environment, gives you more control over your business and provides solutions to virtually all your business needs. And, it offers a proven growth path for the future. That's the power of Macintosh. That's why it should be your computer.

Do This

MediaTracks Do This

Show This



SBSS Express Seminars
Business Solutions Directory: Accounting

Located on your SBSS Express Seminar CD is a HyperCard stack of Macintosh business solutions including Apple and third party software and hardware products called the Apple Business Solutions Directory. It includes detailed product descriptions, pricing, system requirements and developer contact information. Use this tool as an information resource to provide your customers with details about Macintosh applications that are available to meet their specific needs.

Here's a sample of the Accounting solutions found in the directory, more detailed information about these products are located on the CD:

Accountant, Inc.

Softsync/BLOC
800 S.W. 37th Avenue, Suite 765
Coral Gables, FL 33134
(305) 445-0903

Accountant, Inc. is an integrated small business accounting system with general ledger, accounts receivable and payable ledgers, payroll, inventory, and project management functions. The program works with service businesses, professionals, manufacturers, and retailers and is designed to provide complete business and financial management. A streamlined entry system includes invoices, purchase orders, receipts and payments that post to journals automatically. Users can print on preprinted forms or let the computer print them. Accountant, Inc. includes 100 up-to-date reports, statements, password protection, import, export and help screens.

atOnce!

Peachtree Software, Inc.
1505 Pavilion Place
Norcross, GA 30093
(404) 564-5700

atOnce! is an integrated application providing general ledger, accounts receivable, accounts payable and payroll functions. An on-line HyperCard Learning Set is provided consisting of an Interactive Tutorial for each module, an Accounting Basics Textbook, and a Glossary. Default chart of accounts and financial statement formats are included for quick and easy start up. atOnce! provides up to 26 open general ledger periods, immediate on-line posting to any open period, 20 user-defined journals, and an extensive on-line help function.

Great Plains

Great Plains Software
S.W. Fargo, ND 58103
(800) 456-8025

The Great Plains Accounting Series is full-featured, modular accounting and business management software for single-user or multi-user systems. Modules include General Ledger, Accounts Receivable with Invoicing, Accounts Payable, Payroll, Cash Management with Checkbook Reconciliation, Inventory, Order Entry, Purchase Order, and Job Cost. Graphics reporting capability is provided in the Executive Advisor module and data can be imported into the Accounting Series with the Import Manager module.

M.Y.O.B.

TELEWARE, Inc.
22 Hill Road
Parsippany, NJ 07054
(201) 334-1154

M.Y.O.B. is accounting software for small and medium size businesses. Its features include a fully integrated general ledger, checkbook, accounts receivable, accounts payable, inventory, and Card File. The program combines a fully integrated accounting program with management tools to assist in controlling all facets of business. It can print financial reports, reconcile a checkbook, and call your customers.

TimeSlips III

TIMESLIPS Corporation
239 Western Avenue
Essex, MA 01929
(508) 768-6100

TimeSlips III is a time-and expense-tracking, professional billing, and accounts receivable system for service professionals. It has a capacity for 250 users, 250 activities, 3400 clients and 128 projects per client. Time and expenses can be entered in batches from paper records, or a desk accessory stopwatch timer module can be used to track time interactively. Numerous invoice and report formats are available, using a flexible bill layout editor. The Network Edition allows simultaneous data entry among employees. Via Timeslips III Accounting Link, Timeslips III can be linked with compatible general ledger programs.

Mention of non-Apple products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the selection, performance, or use of the products. All understandings, agreements, or warranties take place directly between the vendors and the prospective users.

IRS Interest Worksheet

	A	B	C	D	E	F
1				**Val D. Steed, CPA**		
2				**IRS INTEREST WORKSHEET**		
3				**VDS(VER 12/22/89)**		
4	DOCUMENT DUE:		MONTH:	**4**		
5			DAY:	**15**		
6			YEAR:	**88**		**Summary**
7						DUE:
8	DOCUMENT FILED:		MONTH:	**3**		FILED:
9			DAY:	**31**	TOTAL DAYS:	
10			YEAR:	**89**	DOCUMENT TAX AMOUNT [	
11					TOTAL INTEREST	
12	DOCUMENT TAX AMOUNT DUE:			**2,250**	TOTAL AMOUNT DUE	
13	ROUNDING (DECIMAL PLACES):			**2**		
14						
15	**IRS INTEREST DATA:**					
16			**ANNUAL**	**DAILY**		**IN**
17	**YEAR**	**DATES**	**RATES**	**RATES**	**DAYS**	**INTEREST**
18		1-Jan-70				
19	PRE 75	1-Jul-75	6.00%	0.016438356164%	0	0.00
20	1975,76	31-Jan-76	9.00%	0.024657534247%	0	0.00
21	1977,78	31-Jan-78	7.00%	0.019178082192%	0	0.00
22	1979,80	31-Jan-80	6.00%	0.016438356164%	0	0.00
23	1981	31-Jan-82	12.00%	0.032876712329%	0	0.00
24	1982	31-Dec-82	20.00%	0.054794520548%	0	0.00
25	*	30-Jun-83	16.00%	0.043835616438%	0	0.00
26	1983	31-Dec-83	11.00%	0.030136986301%	0	0.00
27		30-Jun-84	11.00%	0.030136986301%	0	0.00
28	1984	31-Dec-84	11.00%	0.030136986301%	0	0.00
29		30-Jun-85	13.00%	0.035616438356%	0	0.00
30	1985	31-Dec-85	11.00%	0.030136986301%	0	0.00
31		30-Jun-86	10.00%	0.027397260274%	0	0.00
32	1986	31-Dec-86	9.00%	0.024657534247%	0	0.00
33		31-Mar-87	10.00%	0.027397260274%	0	0.00

Hansen, Steed, Bradshaw and Malmrose, PC

Hansen, Steed, Bradshaw and Malmrose PC is a professional accounting firm with twelve employees. The firm also offers seminar instruction. They own 8 Macintosh computers and 2 Apple LaserWriters. This document was prepared using Microsoft Excel 2.2.

For more examples of materials created by small businesses using Macintosh computers, review the contents of the Made on Macintosh folder found on the SBSS Express Seminars CD.

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